

# ENROLLMENT AGREEMENT



## Jones International University® (JIU®)

9697 East Mineral Avenue, Centennial, CO, 80112 • 303.784.8904 • [www.jiu.edu](http://www.jiu.edu)

Student Name: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Student Address: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Anticipated Course Start Date: \_\_\_\_\_

### LEGAL AGREEMENT

This Enrollment Agreement (the "Agreement") between the student whose personal information appears above (sometimes referred to in this Agreement as "you", "your" or "JIU Student(s)") and Jones International University ("JIU") shall take effect upon the date of your signature below and remain in force for the duration of your enrollment at JIU. You may cancel this Agreement, without any obligation, by delivering written notice to the Office of the Registrar ([registrar@international.edu](mailto:registrar@international.edu) or at JIU's address above) within three (3) business days from the date of your signature below. Additional provisions that govern the relationship between JIU Students and JIU are contained in the Student Handbook and the School Catalog which are available online at <http://www.jiu.edu/admissions/admission> and <http://www.jiu.edu/schools>, respectively, and are incorporated into this Agreement by reference. The Student Handbook and School Catalogs are subject to periodic changes which will be communicated to JIU Students in a timely manner; however, you agree that such changes may be made without prior notice.

### TUITION AND FEES

You will be charged a standard tuition per credit hour based upon the tuition rate in effect for your Anticipated Course Start Date (as indicated above or as subsequently postponed). Additionally, JIU Students can expect to incur the approximate cost of textbooks, supplies and fees set forth in the table below. Tuition rates will remain the same unless superseded by a general tuition increase. JIU reserves the right to modify tuition rates before you complete your chosen Program of Study. JIU strives to minimize the frequency of such modifications and to provide you with reasonable advance notice of such modifications. JIU Students can expect that such modifications are generally effective in January of any given year.

Select One	Program of Study	Credential Earned	Program Credit Hours	Time to Complete at Full Time Status	Tuition per Credit Hour	Estimated Books/ Supplies Total Cost Over Program	Graduation Fee	Estimated Total Program Cost
<b>ASSOCIATE'S PROGRAM</b>								
	Associate of Arts in Business Administration – (Military Only)	AABA	60	20 months	\$520	\$3,400	\$100	\$34,700
<b>BACHELOR'S PROGRAMS</b>								
	Bachelor of Arts in Business Communication	BABC	120	40 months	\$520	\$6,800	\$100	\$69,300
	Bachelor of Business Administration	BBA	120	40 months	\$520	\$6,800	\$100	\$69,300
	Accelerated Bachelors to Masters	BABC or BBA	120	40 months	\$520/\$805	\$6,800	\$100	\$72,720
<b>MASTER'S PROGRAMS</b>								
	Master of Business Administration	MBA	36	24 months	\$805	\$2,040	\$100	\$31,120
	Master of Arts in Business Communications	MABC	36	24 months	\$805	\$2,040	\$100	\$31,120
	MEd in Adult Educators and Administrators	MEd	30	20 months	\$600	\$1,700	\$100	\$19,800
	MEd Programs for Licensed Educators	MEd	30	20 months	\$600	\$1,700	\$100	\$19,800
	MEd Programs Leading to Initial Licensure (ECIA, ELA-PAL, SCIA)	MEd	36	24 months	\$600	\$2,040	\$100	\$23,740
	MEd Programs Leading to Initial Licensure (IT)	MEd	42	28 months	\$600	\$2,380	\$100	\$27,680
	MEd Programs Leading to Initial Licensure (ESL, ESLB)	MEd	48	32 months	\$600	\$2,720	\$100	\$31,620
<b>DOCTORAL PROGRAMS</b>								
	Doctorate in Business Administration	DBA	72	36 months	\$765	\$3,060	\$350	\$58,490
	EdS in K-12 Education Leadership	EdS	36	24 months	\$745	\$2,040	\$100	\$28,960
	EdD	EdD	72	36 months	\$745	\$3,060	\$350	\$57,050
<b>CERTIFICATE PROGRAMS</b>								
	School of Business Certificate	Certificate	12	8 months	\$805	\$680	\$0	\$10,340
	School of Education Certificate	Certificate	9	6 months	\$600	\$510	\$0	\$5,910

Note 1: Estimated Total Program Cost above does not reflect the use of transfer credits towards a Degree Program which, if utilized, may reduce the estimated cost of total tuition, books and supplies.

Note 2: Detailed program descriptions are available online at <http://www.jiu.edu/schools>.

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## TRANSFER OF CREDIT

**Transfer of Credit to JIU:** Only transfer credits applicable to JIU Student's chosen Program of Study are considered by JIU for authorization by JIU. Transfer credits will not be applied toward credit hour requirements in JIU certificate programs or for student teaching, internship, comprehensive examination, dissertation or capstone courses. JIU Students must audit a Specialist or Doctoral program course for which any transfer credit is sought. Though JIU encourages the appropriate use of transfer credit, it is the JIU Student's responsibility to: (1) work with their Student Support Counselor (SSC) to determine how transfer credits may apply to their chosen Program of Study; and (2) to determine, prior to registering for a course, whether such course duplicates any previously earned course credit for which transfer credit may be available. Notwithstanding such evaluation by the JIU Student and SSC, the JIU Office of the Registrar shall have the final decision whether or not JIU will accept transfer credits.

**Transfer of Credit Earned at JIU:** Because each educational institution maintains its own transfer credit criteria, JIU makes no guarantee with respect to the transfer credit acceptance policy or practice of another institution. You understand and agree that all credits that you earn at JIU may not transfer to all institutions and it is your responsibility to confirm whether or not such credits will transfer to the institution of your choice.

## STUDENT CONSUMER INFORMATION

Consumer Information that is not already restated in this Agreement is detailed on the Consumer Information page of JIU's web site located at <http://www.jiu.edu/consumer-information> and includes the following:

- Accreditation
- Alumni Services
- Required Program Disclosures
- Family Educational Rights and Privacy Act (FERPA)
- Faculty and Other Instructional Personnel
- Financial Assistance Information
- Graduation and Retention Rates
- Health and Safety Information
- Institutional Policies
- Special Services for Students with Disabilities
- State Specific Information

## ACCREDITATION

Jones International University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (the "HLC"). On June 23-24, 2011, the HLC continued Jones International University's accreditation and updated JIU's status as follows:

### **Current Status of Jones International University**

Jones International University, located in Centennial, Colorado and offering online programs, is accredited by the Higher Learning Commission; it is on Notice.

For more information, please go to either JIU's website located at [www.jiu.edu](http://www.jiu.edu) or HLC's website at [www.ncahlc.org](http://www.ncahlc.org). The Higher Learning Commission may be contacted at 230 LaSalle Street, Suite 7-500, Chicago, Illinois 60604, or (312) 263-0456.

## DESCRIPTION OF COURSE DELIVERY

JIU offers undergraduate and graduate courses exclusively online that are facilitated by JIU faculty. Most courses begin the first Sunday of each month and continue for eight (8) weeks. However, due to the nature of the Doctoral program, Doctoral students are limited to fewer start dates than the twelve (12) course start dates per year offered to Associates, Bachelors and Masters students.

## CONDITIONAL ADMITTANCE *(Not Applicable to Doctoral Students)*

You have applied for admission to JIU and, by signing this Agreement, you hereby attest that you have reviewed, understand **and meet** the Admissions Requirements located at <http://www.jiu.edu/admissions/admission> for the Program of Study that you indicate in the Tuition and Fees Section above. You understand and agree that your admittance to JIU is conditional upon JIU's receipt of official documents demonstrating that you meet the requirements of your chosen Program of Study set forth in the Admissions Requirements.

Further, you understand and agree that, if JIU has not received official documents demonstrating that you meet the Admissions Requirements of your chosen Program of Study during the term of the first course for which you are enrolled at JIU (i.e. within eight (8) weeks of your anticipated Course Start Date set forth above or postponed, as applicable), you will: (1) lose your conditional admittance status; and (2) be subject to immediate dismissal from JIU.

## CHANGES TO PROGRAM AND COURSE CONTENT OR MATERIALS

JIU is committed to current and relevant curriculum and, accordingly, JIU reserves the right to modify program requirements for your chosen Program of Study. JIU Students must meet the program requirements set forth in the current School Catalog for the chosen Program of Study; however, JIU agrees that any such modification will not have the effect of: (1) increasing the total number of courses required; or (2) excluding a previously completed course from credit toward your chosen Program of Study, so long as you meet the continuous enrollment requirements detailed in the Student Handbook. JIU agrees to reasonably minimize the frequency of such modifications and to provide you with notice of such modifications. Further, any such modification of program requirements by JIU will apply to course terms subsequent to the term in which you are enrolled when such modifications are announced.

## TUITION REFUND

JIU offers a trial period in which JIU Students may drop any course during the first four (4) weeks of class (the "No Obligation Period") and receive a 100% refund of the tuition paid for such course. No refunds are available to JIU Students or will be granted by JIU after the No Obligation Period (i.e. once the fifth (5th) week of a course has commenced).

You understand and agree that charges for any course in which you are enrolled are debts that you owe if you do not withdraw from JIU or drop such course during the No Obligation Period. Further, you agree that such withdrawal or course drop after the No Obligation Period will not release you from any remaining financial obligation to JIU and you may incur financial penalties or other collection fees.

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## PAYMENT

You understand and agree that the responsibility for repaying the full amount of tuition and fees lies solely with you. Detailed payment options are contained in Section 7 of the Student Handbook. You agree to pay the tuition and fees in accordance with these payment options. Further, you agree to notify your SSC of any change to your method of payment (e.g. financial aid, cash payment or tuition assistance) prior to the end of the No Obligation Period.

## DEFAULT AND COLLECTION

You understand and agree that failure by you to pay all amounts due and payable by the applicable due date, at JIU's sole option, will result in: (1) all amounts outstanding becoming immediately due and payable; (2) JIU sending your account to a third party collection agency for further actions; (3) your liability for the cost of collection and reasonable legal fees that may be incurred to the extent permitted by state law; and (4) your immediate drop or removal from current courses. Upon such payment default, you agree that JIU may apply interest at a rate of up to 18% per annum on unpaid amounts until all amounts owed are paid in full. If during the course of your enrollment you choose to pay by a check that is not honored, you will be charged a fee up to \$35.00 for all such returned checks.

You agree that JIU has the right to withhold official and unofficial documentation (e.g. transcripts, diplomas) if you have not made arrangements for payment for your current tuition and fees, or if you have an outstanding balance on your account.

## TERMINATION OF THIS AGREEMENT

**By JIU Student:** While JIU strives to enroll those students with a strong interest in graduating from JIU, you may submit to JIU notice of your intent to withdraw at anytime subject to the refund policies set forth in the Student Handbook. JIU's Office of the Registrar agrees to process any withdrawal from your chosen Program of Study that is submitted in accordance with JIU's withdrawal procedure as of the date a Withdrawal Form is received by JIU. JIU Students may request a Withdrawal Form from their SSC and must submit a completed Withdrawal Form to their SSC for timely processing by JIU's Office of the Registrar.

**By JIU:** JIU may terminate this Agreement if the JIU Student has failed to meet admissions, financial aid and/or academic requirements. JIU may also dismiss you in accordance with JIU policies (as described in the Student Handbook and School Catalog) including, but not limited to, any violation of the Academic Code of Conduct or failure to meet Satisfactory Academic Progress, Matriculation or maintain Continuous Enrollment.

This Agreement shall automatically terminate upon your dismissal or withdrawal from JIU. Any accrued payment obligation or other obligation of JIU Student existing under this Agreement shall survive termination of this Agreement.

## COURSE DROP

**Course Engagement:** You are required to actively contribute to course discussion. Your substantive and frequent participation in online course discussions and course projects is integral to your JIU coursework and to JIU teaching and learning models which aim to solidify and extend a JIU Student's learning outcomes. JIU staff and faculty will determine through course participation records each JIU Student's level of course engagement as of the third Sunday of each course at 11:59 p.m. Mountain Time. JIU Students who are not actively engaged in a course as of this time will be dropped from the course and receive a grade of NDR (Non-Attendance Course Drop). Such JIU Students will receive a full refund (100%) in accordance with the Tuition Refund Policy and the course will not be included as an attempted course for the purpose of measuring Satisfactory Academic Progress.

**Student Initiated Course Drops:** JIU's Office of the Registrar will process any course drop submitted in accordance with JIU's course drop procedure as of the date a Course Drop Form is received by JIU. JIU Students may request a Course Drop Form from their SSC and must submit a completed Course Drop Form to their SSC for timely processing by JIU's Office of the Registrar.

## LOANS AND FEDERAL FINANCIAL AID

**Loans:** Should you decide to obtain a loan to pay for JIU tuition and fees, you solely are responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal government and you default on the loan, both of the following may occur: (a) The federal government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan; (b) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Federal Financial Aid:** If you receive federal student aid funds you are subject to both JIU's Tuition Refund Policy and the Department of Education's Refund Policy.

Upon your program withdrawal or dismissal, JIU agrees to determine the amount of Federal student financial assistance you have or have not earned in compliance with Federal regulations. JIU Students completing at least sixty percent (60%) of a payment period (i.e. 16 week term) before withdrawal from JIU earn one hundred percent (100%) of Federal student financial assistance. JIU Students completing less than sixty percent (60%) of a payment period (i.e. 16 week term) before withdrawal from JIU will earn less than one hundred percent (< 100%) of Federal student financial assistance. JIU agrees to calculate the amount of Federal student financial assistance earned and notify the JIU Student of such amount.

JIU will return (within forty-five (45) days from the effective date of your withdrawal) any amount received by you in excess of the amount earned by you to the applicable Federal financial assistance program in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Pell Grant and FSEOG. In the event you have earned less federal aid than what was disbursed to you, those amounts must be returned to JIU. Your failure to return such funds subjects you to default provisions, including those set forth above, and may result in significant collection expense incurred by you.

You will be eligible for a post-withdrawal disbursement in the event that you have earned more Federal student financial assistance than you have received on the effective date of your withdrawal. JIU agrees to notify you of the amount and disburse to you any post-withdrawal disbursement for which you are eligible.

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## CHANGES TO YOUR CONTACT INFORMATION

During your enrollment at JIU, you agree to maintain your JIU student profile with your current telephone, address and other contact information. You agree that JIU has your express consent and permission to contact you by telephone using any of the telephone numbers that JIU has on record to discuss matters related to JIU. Your consent shall remain in effect until such time as you revoke your consent (and you may revoke your consent at any time subsequent to your withdrawal or dismissal from JIU).

## GRIEVANCE AND MEDIATION

If informal grievance procedures (such as making a good faith effort to resolve the grievance with the individual(s) involved) are not satisfactory, you may initiate a formal grievance. All disputes regarding this Agreement, your recruitment, enrollment, education or relationship with JIU shall be resolved through the Grievance Procedures stated in the Student Handbook. You agree that decisions in any proceeding are final and binding.

## GOVERNING LAW AND JURISDICTION

You agree that this Agreement shall be construed in accordance with (and your and JIU's rights and obligations shall be governed by) the laws of the State of Colorado without giving effect to such State's choice of law provisions. You further agree that any action or proceeding arising from or relating to this Agreement shall be brought to a federal or state court in Colorado, and you irrevocably submit to the jurisdiction and venue of any such court in any such action or proceeding.

## NO ASSIGNMENT, NO WAIVER

You agree not to assign this Agreement and that any attempted assignment shall be null and void. Failure or delay to exercise any rights or remedies provided in this Agreement by JIU shall not be deemed a waiver of any such rights or remedies or serve to release you of your obligations under this Agreement.

## FURTHER JIU STUDENT ACKNOWLEDGEMENT

By signing this Agreement, you acknowledge and agree that:

- (1) You have read thoroughly and understand this Agreement, including disclosures made as part of this Agreement (e.g. the Consumer Information above), and agree to be bound by its terms;
- (2) You have received the website locations of the Student Handbook, the School Catalog applicable to your chosen Program of Study and have reviewed information pertaining to your chosen Program of Study, including published occupational profiles, JIU Student Completion Rates and Median Loan Debt;
- (3) Your enrollment is subject to acceptance by JIU;
- (4) You will abide by the current policies and procedures described in the Student Handbook and the School Catalog of your selected school and will review these periodically during your enrollment with JIU;
- (5) No binding promises, representations or statements have been made to you by JIU or any of its associates that are not set forth in this Agreement, Student Handbook or the Catalog;
- (6) JIU has not, and cannot, make any guarantee of employment upon completion of your chosen Program of Study nor does JIU provide employment placement services;
- (7) Your anticipated graduation date is subject to change depending upon your timely successful completion of all requirements of your Program of Study; and
- (8) This Agreement may only be modified in writing signed by you and JIU.

## REQUIRED SIGNATURES

### Acknowledged and Agreed to By:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's (or guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicant is under 18 years of age)